

Mr. John Q. Doe
Official Custodian
Blank Station

Dear Mr. Doe:

After careful evaluation of your professional qualifications and your personal integrity and character, you have been selected for appointment as official custodian of funds at Blank Station. As you know from your experience in Government finance, this is a position of special trust in which you will be entrusted with the care and safekeeping of substantial sums of money and possibly other valuables. With this trust, of course, goes the added burden of responsibility for exemplary behavior and impeccable integrity. You have the assurance that persons who selected you for this position have complete confidence in you and in your judgment and you have the complete assurance of their total support in the proper fulfillment of your exceptional responsibilities.

As you know, the sensitive nature of our mission compels us to use special financial and funding arrangements which do not in all instances lend themselves to controls normally applied to the handling of Government funds.

The special financial authorities granted to this organization place upon custodians an exceptional burden of responsibility requiring that they be even more attentive to exemplary standards of conduct and behavior not only professionally in the performance of their duties but personally in the manner in which they conduct their private lives. It will be obvious to you that in your position of special trust you will be subjected to an abnormal interest in your private affairs by your colleagues and associates, and you must make a special effort to avoid

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becoming involved in anything which might tend to cause unwarranted allegations or suspicions about your honesty and integrity. You must conduct your personal financial affairs in the most prudent fashion and avoid extravagances of any kind which might be judged to be beyond your means. During your tenure as official custodian of funds you must not frequent gambling establishments or engage in gambling activities of any type or amount. You must be extremely conservative in your use of intoxicating beverages.

Because of the special authorities of this organization in the use of the funds and the special trust placed in you as their custodian, you must be meticulous in the extreme in your adherence to the policies and procedures prescribed by Agency regulatory issuances. Under any circumstances where you have doubt about the reasonable and proper course of action, you should seek specific instructions and guidance from Headquarters. You must scrupulously avoid co-mingling of official and personal funds and ensure that official monies are kept under proper controls and safeguards at all times and in strict accordance with the official policy and procedure of the organization set forth in regulatory issuances. You must always satisfy yourself completely that funds you advance are controlled and accounted for in strict accordance with prescribed procedures and that they have been properly authorized.

As a professional finance officer, you are certainly aware of the many other pitfalls which exist in the handling of cash accounts, but it is not the purpose of this memorandum to cite them all or to try to anticipate all of the

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problems you may encounter. Rather, the purpose is to remind you that you have been assigned to this position because you enjoy the trust and confidence of Agency officials; that you have assumed a grave responsibility; and that you must be at all times and in all aspects of your professional and personal behavior completely above reproach.

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